ICOBEST 2021 CODE OF CONDUCT – PARALLEL SESSION

1. Participants are required to have a Zoom account in https://zoom.us and have the application installed according to the operating system used.
2. Display Name in Zoom is mandatory using the original name as registered when creating ICOBEST account. Participants are not allowed to use an alias because it will make the verification process (Admit participant process) in Zoom difficult.
3. The participant who performs the presentation is the authors who are listed on the submitted paper.
4. Participants are expected to wear formal clothes during the conference.
5. Participants should enter the corresponding Zoom meeting 15 minutes prior to the designated time. Moderators will check the attendance and explain the procedure in parallel sessions.
6. Participants are expected to mute the audio and only activate it for the presentation and the question and answer session for each presentation.
7. To create a conducive presentation session, during the question and answer session, participants are expected to use a computer (PC/Laptop) instead of a smartphone.
8. During the parallel session, participants are expected to follow the entire session and activate the camera so that participant faces can be seen in the Zoom app.
9. Participants are not allowed to perform video recording of the parallel session. The moderator will record the video and take the screenshot as a substitute for a photo session in a parallel room.
10. In each parallel session, participants will be accompanied by a moderator who will assist and guide during the parallel session.
11. Participants are not allowed to interrupt the presentation from other participants and are expected to set the audio in mute mode.
12. Participants can ask questions orally or in writing (through the chat feature in the Zoom application) when the moderator has allowed participants to ask.
13. Participants have 5 minutes for presentation and 5 minutes for discussion. Participants are prohibited from using the chat feature for discussing irrelevant/unrelated topics other than ICOBEST 2021
14. Participants are requested not to share the Zoom Meeting or Meeting ID link and Password to others who are not enrolled in the parallel session unless they have requested permission to the Moderator or committee of ICOBEST 2021.

ICOBEST 2021 CODE OF CONDUCT – PLENARY SESSION

1. Participants who want to follow the plenary session can join the session through Youtube Live Streaming on UNIKOM Youtube Channel (https://unikom.id/YTICOBEST2021). Participants are welcome to use the Live Chat feature on Youtube Live Streaming to ask the Keynote Speakers. To facilitate the question tracking process, participants are required to use the following format to ask:

    [Q-Participant name] – keynote speaker name you want to ask/*: the question body

    Example:

    To ask all keynote speakers

    > [Q-Smith Lawyer]-* : What is the meaning of ….?

    To ask one/more keynote speakers

    > [Q-Smith Lawyer] – John Locke: What is the meaning of…..?

    > [Q-Smith Lawyer] – John Locke; Hagrid Potter: What is the meaning of…..?

2. Participants can also ask via Google Form provided by the Committee of ICOBEST 2021 at https://unikom.id/QAICOBEST2021.
3. Questions or discussions conducted on Live Chat feature in YouTube Live Streaming are expected to reflect personal participants as good researchers or academics.
4. Participants are not allowed to re-upload the streaming video in full format or piece of video on Youtube Live Streaming because the broadcast video is copyrighted from Universitas Komputer Indonesia.